



# **Specifications for Completing the Student Records Data Collection**

***2006 - 2007***

# Student Records Data Collection – 2006 - 2007

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## General Information

To comply with the information and reporting requirements for adequate yearly progress, report cards, and performance indicators of the No Child Left Behind Act (NCLB), the Department of Education has implemented a Student Records Data Collection System to consolidate and promote efficiency in processing multiple data collections.

### 1. Collect Data

- Collect the data within the division.
- Compile the aggregate data required on the Miscellaneous Web Data Collection Statistics.
- Use the File Layout to assemble a tab-delimited file of the student level data.

### 2. Submit Data

- Log in to the Single Sign-On for Web Application Systems (SSWS).
  - Enter the data for the Miscellaneous Web Data Collection Statistics.
  - Upload the tab-delimited file of student records for the Student Records Data Collection.

### 3. Check SSWS for Pass/Fail notifications

- The status of the submitted student records file can be found on the Status Tracking page of the SSWS.
- Once the Student Record data is processed, a color-coded notification table on the Submit Data page will indicate whether the uploaded file passed or failed the five (5) validation checkpoints.
- These checkpoints are only related to the file layout. Any file with a FAIL indicator must be corrected and resubmitted. (Return to Step 1.)

### 4. View or Download the data edits from SSWS

- After the uploaded file of Student Record data passes the five validation checkpoints, the data elements for each record will be validated.
- Two types of errors could be generated. Fatal errors consist of erroneous data for the required elements and Warnings consist of erroneous data for optional elements.
- Unless a Successful Upload Status is received in the Status Tracking table, all fatal errors must be corrected and resubmitted. (Return to Step 1.)

### 5. Download the Verification Report from SSWS

- After all the fatal errors have been corrected, resubmitted and the file is error free, the verification reports can be downloaded.
- **Note:** If tuition is paid to other LEAs, the Verification Report is dependent upon the data of those LEAs. Therefore, the Verification Report may not be accurate until all the data from those LEAs has been submitted.
- These reports should be reviewed very carefully. If inaccurate, the Miscellaneous Web Data Collection Statistics or the tab-delimited file of student record data must be corrected and resubmitted. (Return to Step 1.)

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- If the reports are correct, a signed copy must be faxed (804-786-0101). If there are any identified errors at this point, the entire Student Records Data Collection file must be corrected and resubmitted. (Return to Step 1.)

### Individual Student Level Records

- Every student who depends on a public school division in Virginia for a free appropriate public education must be included in each student record collection. This includes all full-time and part-time students served in the division's schools as well as those the division has helped place in other public and private schools/centers regardless of how the placements are funded.
- One record per student per school per record collection EXCEPT when Grade Level Code, Kindergarten Half-Day Flag, GED Program Code, Tuition Paid Code, or Non-public student FTE changes while still attending the same school. In these cases, a student MAY have more than one record per school per record collection.
- If a student has more than one record, only one record can be Active.

### Compile your data for each student:

- Include all required elements. Any element not required is optional. If optional elements are not submitted, a tab character must be included. Any record that does not have the correct number of tab characters will FAIL the second of five first round validation checkpoints.
- Any student who is receiving educational services that are in whole or in part being paid for with state or federal money must be included in the Student Records Data Collection.
  - Any student who receives educational services at a public school in Virginia OR who attends a private school where a Local Education Agency (LEA) pays the tuition should be reported.
  - In general, the school division (Serving Division) that provides the educational services to the student will submit a record(s) for the student. Only the LEAs, the Schools for the Deaf and Blind, the Department of Correctional Education and State Operated Programs report data to the Virginia Department of Education. If a student receives educational services from another source, then the division that is fiscally responsible for that student will report a record(s) for the student. **Note:** The LEAs' division numbers are all less than or equal to 219, the Department of Correction's division number is 900 and the State Operated Program's division number is 901. Therefore, if the Serving Division number is greater than 219 OR not equal to 900, 901, 564, 873, 879, 920, 921, 922, 924, 948, or 959, the Responsible Division will report the record(s).
  - The record(s) of a student who is enrolled in a half-day program at a Governor's School or other type of regional center or school should have the Governor's School or other type of regional center or school listed as the Serving Division and Serving School/Center.
- One record is due for each student at each school where the student has at least one day of membership. A student who entered and withdrew from several different schools during the school year will have one record for each school.

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- **Exception:** A student, who completed the prior school year but did not report for the current school year by October 1, will also have one record on the current school year's EOY collection even though the record may not have an Entry Code or Entry Date and will show zero days of Aggregate Days Present and Aggregate Days Absent. (See Summer Dropout Flag.)
- **Exception:** A student, whose W8 Exit/Withdrawal Code changed to W4, W5, W6, or W7 between the EOY submission and October 1 of the next school year, will have a "corrected" record on the current school year's FALL collection even though the record may not have an Entry Code or Entry Date. (See Active Status Code.)
- **Exception:** A student, whose W9 Exit/Withdrawal Code changed to W4, W5, W6, W7 or W8 between the EOY submission and their expected return date, will have a "corrected" record on the current school year's EOY collection even though the record may not have an Entry Code or Entry Date. (See Active Status Code.)
- **Exception:** One record per student per school per record collection EXCEPT when Grade Level Code, Kindergarten Half-Day Flag, GED Program Code, Tuition Paid Code, or Non-public student FTE changes while still attending the same school. In these cases, a student MAY have more than one record per school per record collection.
- **Exception:** A student, who returns to school after completing the 12<sup>th</sup> grade to take an SOL for verified credit, will also have a record on the Student Record Collection.

### Data Format Guidelines:

- **Flags:** If the data element name contains the word "flag", an **N** for 'no' or a **Y** for 'yes' is required. Blanks will not be accepted. VDOE recommends setting the default value for all "flag" fields to **N**.
- **Codes:** If the data element name contains the word "code", only a valid code or blank will be accepted. Please refer to the lists of valid codes for each of these data elements.
- **Implied Characters:** In the Student Records Data Collection, the percent sign (%) for Spec Ed Weekly Time % is implied. Enter 65 for 65%. The decimal point (.) for Non-public Student FTE is also an implied character. Enter 50 for .50.
- **Blanks:** Blanks must truly be blanks. Do not enter a zero or blank character space (i.e. hit the spacebar one time) when leaving a field blank.

### Element Descriptions:

#### ▲ State Testing Identifier

**Required:** FALL, SPR, EOY, SUM, EIMS **Format:** numeric **Maximum Length:** 10

The State Testing Identifier is a 10 digit numeric field and cannot begin with 0 or contain repetitive sequences such as 111, or 222, etc. It is unique for each student.

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The State Testing Identifier will be the unique number provided by EIMS to uniquely identify the student within the State.

### ***Edit checks for valid State Testing Identifier***

- One record per student per school, except when Grade Level Code, Kindergarten Half-Day flag, GED Program Code, Tuition Paid Code or Non-public FTE changes while still attending the same school.
- If a student has more than one record, only one record can be Active.
- The State Testing Identifier must be a valid EIMS assigned number.

### **▲ Unique Local Student Identifier**

**Required:** EIMS **Format:** alpha numeric **Maximum Length:** 12

The Unique Local Student Identifier is locally assigned to uniquely identify the student within the division. The code must consist of numbers 0-9 and alpha characters A-Z and should not include any special characters, i.e. dashes, slashes, etc.

#### ***Notes:***

- This element will be discontinued in the school year 2009-2010.

### **▲ Responsible Division Number**

**Required:** FALL, SPR, EOY, SUM, EIMS **Format:** numeric **Maximum Length:** 3

The Responsible Division Number is a three-digit, state-assigned number where: A) the student resides, B) attends a school through open enrollment, or C) tuition is waived.

### ***Codes for Responsible Division Number***

Refer to the list of Division/School codes posted at:

<http://www.pen.k12.va.us/VDOE/Publications/student-coll/codes.html>

### ***Edit checks for valid Responsible Division Number***

- Valid three-digit, state-assigned division number
- Division number must be less than or equal to 219, OR equal to 900, 901, 564, 873, 879, 920, 921, 922, 924, 948, or 959.

#### ***Notes:***

- In general, the Serving Division **reports** all the students served in their schools.
  - Only divisions whose number is less than or equal to 219, OR equal to 900, 901, 564, 873, 879, 920, 921, 922, 924, 948, or 959 will submit a report to VDOE.
  - If the Serving Division number is greater than 219 OR not equal to 900, 901, 564, 873, 879, 920, 921, 922, 924, 948, or 959, the Responsible Division must report the records of those students.

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## ▲ Responsible School Number

**Required:** FALL, SPR, EOY, SUM, EIMS **Format:** numeric **Maximum Length:** 4

The Responsible School number is a four-digit, state-assigned number where: A) the student resides, B) attends a school through open enrollment, or C) tuition is waived.

The record(s) of the student who is enrolled in a half-day program at a Governor's School or other type of regional center or school should have the Governor's School or other type of regional center or school listed as the Serving Division and Serving School/Center.

### ***Codes for Responsible School Number***

Refer to the list of Division/School codes posted at:

<http://www.pen.k12.va.us/VDOE/Publications/student-coll/codes.html>

### ***Edit checks for valid Responsible School Number***

- The school number must be a valid school code within the Responsible Division
- Valid four-digit, state-assigned school number

### ***Notes:***

- Refer to the Membership Scenarios posted at:  
<http://www.pen.k12.va.us/VDOE/Publications/student-coll/scenarios.html>

## ▲ Serving Division Number

**Required:** FALL, SPR, EOY, SUM, EIMS **Format:** numeric **Maximum Length:** 3

The Serving Division Number is a three-digit, state-assigned number used to identify the division or agency that provides services to the student.

### ***Codes for Serving Division***

Refer to the list of Division/School codes posted at:

<http://www.pen.k12.va.us/VDOE/Publications/student-coll/codes.html>

### ***Edit checks for valid Serving Division Code***

- Valid three-digit, state-assigned division number

### ***Notes:***

- In general, the Serving Division **reports** all the students served in their schools.
  - Only divisions whose number is less than or equal to 219, OR equal to 900, 901, 564, 873, 879, 920, 921, 922, 924, 948, or 959 will submit a report to VDOE.
  - If the Serving Division number is greater than 219 OR not equal to 900, 901, 564, 873, 879, 920, 921, 922, 924, 948, or 959, the Responsible Division must report the records of those students.

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## ▲ Serving School/Center Number

**Required:** FALL, SPR, EOY, SUM, EIMS **Format:** numeric **Maximum Length:** 4

The Serving School/Center Number is a four-digit, state-assigned number used to identify the school, center, program, or placement that provides services to the student.

### ***Codes for Serving School/Center***

Refer to the list of Division/School codes posted at:

<http://www.pen.k12.va.us/VDOE/Publications/student-coll/codes.html>

### ***Edit checks for valid Serving School/Center Code***

- The school or center's number must be a valid school code within the Serving Division
- Valid four-digit, state-assigned school number

### ***Notes:***

- Refer to the Membership Scenarios posted at:  
<http://www.pen.k12.va.us/VDOE/Publications/student-coll/scenarios.html>

## ▲ Active Status Code

**Required:** FALL, SPR, EOY, EIMS **Format:** alpha **Maximum Length:** 1

The Active Status Code is used to indicate the status of the student as of the snapshot date (10/1, 3/31, or EOY). An inactive student has at least one day of membership at some point during the school year, but is not currently enrolled in the Serving School/Center as of the snapshot date.

### ***Codes for Active Status***

A = Active

I = Inactive

N = Not Enrolled (see notes below for examples of use)

### ***Edit checks for valid Active Status***

- A, I or N required
- Blanks are not permitted

### ***Notes:***

- Use I when the student has at least one day of membership at some point during the school year, but is not currently enrolled in the Serving School/Center as of the snapshot date.
- Use N in the FALL Collection to identify the corrected W8 records from the EOY Collection
- Use N in the EOY Collection to identify graduates who completed their senior year at a college or university
- Use N in the EOY Collection to identify a summer dropout
- Use N in the FALL, SPR, or EOY Collections to identify a former high school student returning to take a Standards of Learning Test to earn verified credits for a diploma

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- Use N in the EOY Collection to identify the student who returned during the current year to take a Standards of Learning Test to earn verified credits and graduate
- Use N when there will be zero (0) days of membership for the current school year.
- Use N to report students that are served in the Local or Regional Jail within your division.

### ▲ Entry Code

**Required:** FALL, SPR, EOY, EIMS **Format:** alpha numeric **Maximum Length:** 4

The Entry Code identifies the process by which the student first entered the school during a given school year.

#### ***Codes for Entry Code***

Listed below are the state-approved Entry Codes. The two-digit bolded code is the short code. All four digits comprise the long code. Either can be used for this element.

More descriptive definitions for each Entry Code are posted at:

[http://www.pen.k12.va.us/VDOE/Publications/student-coll/code\\_values.html](http://www.pen.k12.va.us/VDOE/Publications/student-coll/code_values.html)

**E0** = Entry into an Individualized Student Alternative Education Program

**E1** = Any Student who has not previously, during this school year, entered any public school in this or any other State

**E2** = Any Student from another State who has not previously, during this school year, entered any public school in this State but who has during the year, been entered in a public school in the State from which the student came (This includes any school operated by the Federal Government.)

**R0** = Entry into an Individualized Student Alternative Education Program (ISAEP)

**R1** = Any Student received from another room in the same school

**R2** = Any Student received from another public school in the same county or city

**R3** = Any Student received from a public school in the State but outside the county or city

**R4** = Any Student re-entering the same school after withdraw or discharge

**E099** = Entry into an Individualized Student Alternative Education Program

**E104** = Transfer from a private, non-religiously-affiliated school in the same local education agency

**E105** = Transfer from a private, non-religiously-affiliated school in a different local education agency in the same state

**E106** = Transfer from a private, non-religiously-affiliated school in a different state

**E107** = Transfer from a private, religiously-affiliated school in the same local education agency

**E108** = Transfer from a private, religiously-affiliated school in a different local education agency in the same state

**E109** = Transfer from a private, religiously-affiliated school in a different state

**E110** = Transfer from a school outside of the country



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- E111 = Transfer from a state-operated institution
- E113 = Transfer from home schooling
- E119 = Original entry into a United States school
- E120 = Original entry into a United States school from a foreign country with no interruption in schooling
- E121 = Original entry into a United States school from a foreign country with an interruption in schooling
- E203 = Transfer from a public school in a different state
- R099 = Entry into an Individualized Student Alternative Education Program
- R115 = Re-entry from the same school with no interruption of schooling
- R201 = Transfer from a public school in the same local education agency
- R212 = Transfer from a charter school in the same local education agency
- R214 = Matriculation from another school within the same local education agency
- R216 = Transfer from homebound instruction
- R218 = Re-entry into a school from Home-based education
- R298 = Re-entry into a school from an Individualized Student Alternative Education Program
- R302 = Transfer from a public school in a different local education agency in the same state
- R312 = Transfer from a charter school in a different local education agency in the same state
- R417 = Re-entry after a voluntary withdrawal
- R418 = Re-entry after an involuntary withdrawal

### ***Edit checks for valid Entry Code***

- Valid Entry Code, reflecting the student's FIRST entrance into the Serving School/Center, is required
- If the Active Status Code is N, then an Entry Code is optional
- If the Summer Dropout Flag is Y, then an Entry Code is optional

### **▲ Entry Date**

**Required:** FALL, SPR, EOY, EIMS    **Format:** Date    **Maximum Length:** 10

The Entry Date will be the actual date associated with the entry code that represents the student's first day of enrollment in the reporting school for the school year. (The reporting school is the school within the division that is submitting the record.)

### ***Edit checks for valid Entry Date***

- mm/dd/yyyy (including slashes)
- Valid date within the current school year
- The Entry Date corresponds to the Entry Code. Use the date reflecting the student's FIRST entrance into the Serving School/Center
- If the Active Status Code is N, then an Entry Date is optional
- If the Summer Dropout Flag is Y, then an Entry Date is optional

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- For FALL, the Entry Date must be on or before October 1<sup>st</sup>
- For SPR, the Entry Date must be on or before March 31<sup>st</sup>
- For EOY, the Entry Date must be on or before the last day of school.

### **Notes:**

- Regardless of the number of times the student withdraws and reenters a Serving School/Center, the **ORIGINAL** Entry Code and Entry Date must be reported.
- Refer to the Miscellaneous Scenarios posted at:

<http://www.pen.k12.va.us/VDOE/Publications/NCLB/mem-scen.doc>

### **▲ Exit/Withdrawal Code**

**Required:** FALL, SPR, EOY, EIMS    **Format:** alpha numeric    **Maximum Length:** 4

The Exit/Withdrawal code identifies the circumstances under which the student last exited from membership in the school.

### **Codes for Exit/Withdrawal Code**

Listed below are the state-approved Exit/Withdrawal Codes. The two-digit bolded code is the short code. All four digits comprise the long code. Either can be used for this element.

More descriptive definitions for each Exit/Withdrawal Code have been posted at:  
[http://www.pen.k12.va.us/VDOE/Publications/student-coll/code\\_values.html](http://www.pen.k12.va.us/VDOE/Publications/student-coll/code_values.html)

**W0** = Student withdrawn to enter Individualized Student Alternative Education Program (ISAEF)

**W1** = Student promoted or transferred to another room in the same school

**W2** = Student promoted or transferred to a public school in the same county or city

**W3** = Student transferred to a non-public school or a school in a foreign country which is not operated by our own government

**W4** = Student transferred to a public school in another county or city within the state or to a State-operated institution or hospital within the state

**W5** = Student transferred to a public school in another state (This includes any school operated by the Federal Government.)

**W6** = Student withdrawn because of death

**W7** = Student graduated

**W8** = Student withdrawn for other reasons and not entering another school

**W9** = Student withdrawn after being absent fifteen (15) consecutive days who is expected to re-enter school

**W016** = Withdrawal to enter Individualized Student Alternative Education Program

**W115** = Transfer to another room in the same school

**W118** = Transfer to a special education program from regular education program within the school

**W119** = Transfer to regular education program from special education program within the same school

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- W201 = Transfer to a public school in the same local education agency
- W212 = Transfers to a charter school in the same local education agency
- W214 = Matriculation to another school within the same local education agency
- W217 = Transfer to homebound instruction
- W218 = Transfer to a special education program from regular education program that is located within the same local education agency
- W219 = Transfer to regular education program from special education program that is located within the same local education agency
- W221 = Transfer from an Individualized Student Alternative Education Program (ISAEP) to a regular education program in a school within the same local education agency
- W222 = Transfer to home-based instruction
- W304 = Transfer to a private, non-religiously-affiliated school in the same local education agency
- W305 = Transfer to a private, non-religiously-affiliated school in a different local education agency in the same state
- W306 = Transfer to a private, non-religiously-affiliated school in a different state
- W307 = Transfer to a private, religiously-affiliated school in the same local education agency
- W308 = Transfer to a private, religiously-affiliated school in a different local education agency in the same state
- W309 = Transfer to a private, religiously-affiliated school in a different state
- W310 = Transfer to a school outside of the country
- W312 = Transfer to a charter school that is not located within the administrative boundaries of the same local education agency but is in the same state
- W313 = Transfer to home schooling
- W314 = Transfer to public post-secondary education institution in Virginia - A student who withdraws to enter a public post-secondary program of instruction or institution of higher education in Virginia and is not concurrently enrolled in a school in the local education agency.
- W320 = Transfer to a private post-secondary education
- W402 = Transfer to a public school in a different local education agency in the same state
- W411 = Transfer to a state-operated institution
- W412 = Transfer out of a state-operated institution - A student who transfers out of a state-operated institution. Use this code if no other code applies. This code can only be used by mental health institutions, correctional institutions, juvenile service agencies, care shelters, and detention facilities.
- W420 = Transfer to public post-secondary education institution in Virginia
- W503 = Transfer to a public school in a different state
- W520 = Transfer to post-secondary education outside of Virginia
- W650 = Death
- W730 = Graduated with diploma

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W731 = Completed school with other credentials

W732 = Completed grade 12, but did not pass required test(s)

W880 = Discontinued schooling

W960 = Withdrawn after being absent fifteen (15) consecutive days for extended illness

W961 = Suspension exceeding 15 days

W970 = Withdrawn after being absent fifteen (15) consecutive days

### ***Edit checks for valid Exit/Withdrawal Codes***

- Must be a valid short or long Exit/Withdrawal Code
- If the Active Status Code is I, then an Exit/Withdrawal Code is required
- If the Active Status Code is N, then an Exit/Withdrawal Code is optional
- If the Summer Dropout Flag is Y, then an Exit/Withdrawal Code is optional

### **▲ Exit/Withdrawal Date**

**Required:** FALL, SPR, EOY, EIMS   **Format:** Date   **Maximum Length:** 10

The Exit/Withdrawal Date will be the actual date associated with the Exit/Withdrawal Code. It will represent the day after the student's last day of attendance for the school year that is being reported.

### ***Edit checks for valid Exit/Withdrawal Date***

- mm/dd/yyyy (including slashes)
- Valid date within the current school year
- The Exit/Withdrawal Date corresponds to the Exit/Withdrawal Code
- Use the date reflecting the student's last day of attendance for the school year
- If the Active Status Code is I, then an Exit/Withdrawal Date is required
- If the Active Status Code is N, then an Exit/Withdrawal Date is optional
- If the Summer Dropout Flag is Y, then an Exit/Withdrawal Date is optional

### ***Notes:***

- The Entry Date and Exit/Withdrawal Date are NOT used in the calculation of Average Daily Attendance (ADA) or Average Daily Membership (ADM). The calculation of ADA and ADM requires the Number of Days School was in Session from the Miscellaneous Web Data Collection Statistics Form and Aggregate Days Present and Aggregate Days Absent from the Student Records Data Collection

### **▲ Racial/Ethnic Code**

**Required:** FALL, SPR, EOY, SUM, EIMS   **Format:** numeric   **Maximum Length:** 2

The Racial/Ethnic Code identifies the racial category that most clearly reflects the student's recognition of his or her community or with which the student most identifies.

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### ***Codes for Racial/Ethnic***

- 00 = Unspecified
- 01 = American Indian
- 02 = Asian
- 03 = Black
- 04 = Hispanic
- 05 = White
- 06 = Native Hawaiian (optional)

### ***Edit checks for valid Racial/Ethnic Codes***

- Valid Racial/Ethnic Code

### ***Notes:***

- Reporting students in Race/Ethnicity Code 06 (Native Hawaiian/Other Pacific Islander) is optional. These students were previously grouped with 02 (Asian) students, and you may continue reporting them with 02 (Asian).

## **▲ Gender Code**

**Required:** FALL, SPR, EOY, SUM, EIMS **Format:** alpha **Maximum Length:** 1

The Gender Code identifies the student's gender.

### ***Codes for Gender***

- M = Male
- F = Female

### ***Edit checks for Gender Code***

- Valid Gender Code

## **▲ Birth Date**

**Required:** FALL, SPR, EOY, SUM, EIMS **Format:** Date **Maximum Length:** 10

The Birth Date is the month, day, and year on which the student was born

### ***Edit checks for valid Birth Date***

- mm/dd/yyyy (including slashes)
- Birth date is before current date
- Valid date within the expected age range for grade level and school
  - Under 20 years old as of 8/1 for regular education students
  - 21 years old or less as of 9/30 for special education students
  - Under 22 years old as of 8/1 for LEP students

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## ▲ Grade Level Code

**Required:** FALL, SPR, EOY, SUM, EIMS **Format:** alpha numeric **Maximum Length:** 2

The Grade Level Code identifies the grade level at which the student receives services in a school or an educational institution during a given academic session.

### ***Codes for Grade Level***

PK = PreKindergarten  
JK = Junior Kindergarten  
KA = Half-Day Kindergarten – AM  
KP = Half-Day Kindergarten – PM  
KG = Kindergarten  
T1 = Transitional First Grade  
01 = Grade 1  
02 = Grade 2  
03 = Grade 3  
04 = Grade 4  
05 = Grade 5  
06 = Grade 6  
07 = Grade 7  
08 = Grade 8  
09 = Grade 9  
10 = Grade 10  
11 = Grade 11  
12 = Grade 12  
PG = Post Graduate  
TT = Test Taker

### ***Edit checks for valid Grade Level Code***

Valid Grade Level Code within the low/high grade range of the Responsible School/Center and the Serving School/Center

Note: Enrolled students who have received a GED, a General Achievement Diploma (GAD) or Modified Standard diploma should not be considered Postgraduate (PG) students. According to paragraph D.3. of Section 20 131 50 of the *Standards of Accreditation*, "The student who has chosen to pursue a Modified Standard Diploma shall also be allowed to pursue the Standard or Advanced Studies Diploma at any time throughout that student's high school career, and the student must not be excluded from courses and tests required to earn a Standard or Advanced Studies Diploma."

Therefore, if a student is of school age, received a GED, a General Achievement Diploma (GAD) or Modified Standard diploma, and returns for a Standard or Advanced Studies Diploma, they may be included in March 31 and End-of-Year ADM. Students listed as PG students will be excluded from March 31 and End-Of-Year ADM.

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## ▲ Kindergarten Half-Day Flag

**Required:** FALL, SPR    **Format:** alpha    **Maximum Length:** 1

The Kindergarten Half-Day Flag identifies the kindergarten student who attends a half-day session.

### ***Flag for Kindergarten Half-Day***

Y = Yes, student attends half-day Kindergarten

N = No, student does not attend half-day Kindergarten

### ***Edit checks for valid Kindergarten Half-Day Flag***

- Y or N required
- Blanks are not permitted
- If Kindergarten Half-Day Flag is Y, Grade Level Code must be JK, KA, KP, or KG, or T1

## ▲ Primary Disability Code

**Required:** FALL, SPR, EOY, SUM, EIMS    **Format:** alpha numeric    **Maximum Length:** 3

The Primary Disability Code identifies the primary disability type for the student who is eligible for services under the Individuals with Disabilities Education Act (IDEA) and who has an Individualized Education Program (IEP).

### ***As defined by the Individuals with Disabilities Act of 1997***

Disability types are used for students who are eligible for services under the Individuals with Disabilities Education Act (IDEA) and who have Individualized Education Programs (IEPs). "Individualized Education Program" means a written statement for a child with a disability that is developed, reviewed, and revised in a team meeting in accordance with the Regulations Governing Special Education Programs for Children with Disabilities in Virginia. The IEP specifies the individual educational needs of the child and what special education and related services are necessary to meet the needs.

### ***Codes for Primary Disability***

Listed below are the state-approved Disability Codes. The numeric code must be used for this element.

More descriptive definitions for each Disability Code are posted at:

[http://www.pen.k12.va.us/VDOE/Publications/student-coll/code\\_values.html](http://www.pen.k12.va.us/VDOE/Publications/student-coll/code_values.html)

- 1 = MR - Mental retardation
- 2 = SD - Severe disability
- 3 = MD - Multiple disabilities
- 4 = OI - Orthopedic impairment
- 5 = VI - Visual impairment
- 6 = HI - Hearing impairment
- 7 = SLD - Specific learning disability

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- 8 = ED - Emotional disturbance
- 9 = SLI - Speech or language
- 10 = OHI - Other health impairment
- 12 = DB - Deaf-blindness
- 13 = AUT - Autism
- 14 = TBI - Traumatic brain injury
- 15 = 504 - Qualified individual with disabilities under Section 504 of the Rehabilitation Act
- 16 = DD - Developmental delay

### ***Edit checks for valid Primary Disability Codes***

- Blank or a valid numeric Disability code
- Required if Serving Division Code is 600, Special Education Private School

### **▲ Special Education Weekly Time Percent**

**Required:** FALL   **Format:** numeric   **Maximum Length:** 3

The Special Education Weekly Time Percent represents the total percentage of time that the student spends each week with a special education teacher.

### ***Edit checks for valid Special Education Weekly Time Percent***

- Enter only whole numbers 1-100. The percent sign is implied.
- If Grade Level Code is KA, KP, KG, T1, 01, 02 or 03 AND Primary Disability Code is not blank, then Special Education Weekly Time Percent is required
- If Primary Disability Code is blank or 15 (504) then Special Education Weekly Time Percent must be blank

### ***Notes:***

- This percentage is the sum of the primary, secondary, and tertiary percentages if the student has more than one disability

### **▲ Disadvantaged Status Flag**

**Required:** FALL, SPR, EOY, SUM, EIMS   **Format:** alpha   **Maximum Length:** 1

The Disadvantaged Status Flag identifies the student as economically disadvantaged if the student: 1) is eligible for Free/Reduced Lunch, or 2) receives TANF, or 3) is eligible for Medicaid, or 4) identified as either Migrant or experiencing Homelessness.

Beginning in the 2005 – 2006 school year, the Disadvantaged Status is 'as of any point in the school year' and for the duration of that school year. If the student is identified as experiencing homelessness or becomes identified as migrant, at any point during the school year, the student is automatically identified as Disadvantaged and is also eligible for the Free and Reduced Lunch Program. Although it is well within the scope of the division to store the Homeless and Migrant status flag in their Student Information Systems, it is only the division's Homeless and Migrant liaisons that should coordinate the benefits for the student. This change in eligibility is outlined in



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Superintendents Memo Regulatory #5, available at:  
<http://www.doe.virginia.gov/VDOE/suptsmemos/2005/reg005.html>

Codes for Disadvantaged Status Flag

Y = Student is Disadvantaged

N = Student is not Disadvantaged

***Edit checks for Disadvantaged Status Flag***

- Y or N required
- Must be Y if Migrant Status Flag is Y
- Must be Y if Homeless Status Flag is Y

**▲ LEP Status Code**

**Required:** FALL, SPR, EOY, SUM, EIMS   **Format:** alpha; **Maximum Length:** 2

The Limited English Status Code identifies the status of the student with Limited English Proficiency (LEP).

***As defined by P.L. 107-100, Title IX, Part A, Sec. 9101, (25)***

The term 'limited English proficient' when used with respect to an individual, means an individual—

- (A) who is aged 3 through 21;
- (B) who is enrolled or preparing to enroll in an elementary school or secondary school;
- (C) (i) who was not born in the United States or whose native language is a language other than English;
  - (ii) (I) who is a Native American or Alaska Native, or a native resident of the outlying areas and (II) who comes from an environment where a language other than English has had a significant impact on the individual's level of English language proficiency; or
  - (iii) who is migratory, whose native language is a language other than English, and who comes from an environment where a language other than English is dominant; and
- (D) whose difficulties in speaking, reading, writing, or understanding the English language may be sufficient to deny the individual—
  - (i) the ability to meet the State's proficient level of achievement on State assessments described in section 1111(b)(3);
  - (ii) the ability to successfully achieve in classrooms where the language of instruction is English; or
  - (iii) the opportunity to participate fully in society. [P.L. 107-100, Title IX, Part A, Sec. 9101, (25)]

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### ***Codes for LEP Status Code***

- 1 = LEP and Receiving Services
- 2 = LEP and on Monitor Status – 1<sup>st</sup> year
- 3 = LEP and on Monitor Status – 2<sup>nd</sup> year
- 4 = Identified as LEP, but not receiving services
- 5 = First Year of Post Monitoring Status (FLEP1)
- 6 = Second Year of Post Monitoring Status (FLEP2)

### ***Edit checks for valid LEP Status Code***

- Blank or a valid LEP Status Code

### **▲ LEP Proficiency Code**

**Required:** FALL, SPR, EOY, SUM, EIMS **Format:** numeric; **Maximum Length:** 1

The LEP Proficiency Code identifies the level of proficiency of a Limited English Proficient (LEP) student.

### ***Codes for LEP Proficiency Code***

- 1 = Proficiency Level 1
- 2 = Proficiency Level 2
- 3 = Proficiency Level 3
- 4 = Proficiency Level 4

### ***Edit checks for valid LEP Proficiency Codes***

- Blank or a valid LEP Proficiency Code
- Required when LEP Status Code is 1 or 4

### **▲ Country of Birth Code**

**Required:** FALL **Format:** alpha numeric **Maximum Length:** 4

The Country of Birth Code identifies the name of the country in which the student was born.

### ***Code for Country of Birth***

The Country Codes are posted at:

[http://www.pen.k12.va.us/VDOE/Publications/student-coll/code\\_values.html](http://www.pen.k12.va.us/VDOE/Publications/student-coll/code_values.html)

### ***Edit checks for Country of Birth Code***

- Blank, if US or a valid country code
- If Country of Birth is 2310 (United States), leave blank

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## ▲ Home Language Code

**Required:** FALL **Format:** alpha numeric **Maximum Length:** 4

The Home Language code identifies the language or dialect routinely spoken in a student's home. This language or dialect may or may not be a student's native language.

### ***Codes for Home Language***

The Language Codes are posted at:

[http://www.pen.k12.va.us/VDOE/Publications/student-coll/code\\_values.html](http://www.pen.k12.va.us/VDOE/Publications/student-coll/code_values.html)

### ***Edit checks for Home Language***

- Blank or a valid language code
- If Home Language Code is 400 (English), leave blank
- If LEP Status Code is not blank, Home Language Code is required

## ▲ Immigrant Status Flag

**Required:** FALL **Format:** alpha **Maximum Length:** 1

The Immigrant Status Flag identifies whether the student is classified as an "immigrant." Include foreign exchange students if parameters of the definition are met.

### ***As defined by P.L. 107-100, Title III, Part C, Sec. 3301, (6)***

The term 'immigrant children and youth' means individuals who—

- (A) are aged 3 through 21;
- (B) were not born in any State; and
- (C) have not been attending one or more schools in any one or more States for more than 3 full academic years.

### ***Codes for Immigrant Status Flag***

Y = Yes, student is classified as an immigrant

N = No, student is not classified as an immigrant

### ***Edit checks for Immigrant Status***

- Y or N required
- If Immigrant Status is Y, then the Country of Birth Code is required
- Warning received if Country Code is not blank and Grade Code is JK, KG, KA, KP, T1, 01, or 02

## ▲ Migrant Status Flag

**Required:** FALL, SPR, EOY, SUM, EIMS **Format:** alpha **Maximum Length:** 1

The Migrant Status Flag identifies if the student is classified as "Migrant."

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### ***As defined by P.L. 107-110, Title I, Part C, Section 1309***

The term 'migratory child' means a child who is, or whose parent or spouse is, a migratory agricultural worker, including a migratory dairy worker, or a migratory fisher, and who, in the preceding 36 months, in order to obtain, or accompany such parent or spouse, in order to obtain, temporary or seasonal employment in agricultural or fishing work—

(A) has moved from one school district to another;

(B) in a State that is comprised of a single school district, has moved from one administrative area to another within such district; or

(C) resides in a school district of more than 15,000 square miles, and migrates a distance of 20 miles or more to a temporary residence to engage in a fishing activity.

### ***Codes for Migrant Status Flag***

Y = Yes, student is classified as an Migrant

N = No, student is not classified as Migrant

### ***Edit checks for Migrant Status***

- Y or N required
- If Migrant Status Flag is Y then the Disadvantaged Status Flag must be Y

### ***Notes:***

A certificate of eligibility from the Division's Migrant coordinator must identify the student as eligible for Migrant programs. Once the student is identified as migrant at any point in the school year, the status remains for the entire school year, the student is automatically identified as Disadvantaged, and the student is also eligible for the Free and Reduced Lunch Program. Although it is well within the scope of the division to store the Migrant status flag in their Student Information Systems, it is up to the Migrant Coordinator to coordinate the benefits and services for the student.

## **▲ Homeless Status Flag**

**Required:** FALL, SPR, EOY, SUM **Format:** alpha **Maximum Length:** 1

The Homeless Status Flag identifies if the student is identified as "Homeless."

### ***As defined by McKinney-Vento Homeless Education Assistance Act, Title VII, Part B, Sec. 725, (2)***

The term 'homeless children and youths' —

(A) means individuals who lack a fixed, regular, and adequate nighttime residence (within the meaning of section 103(a)(1)); and

(B) includes —

(i) children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;

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(ii) children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings (within the meaning of section 103(a)(2)(C));

(iii) children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and

(iv) migratory children (as such term is defined in section 1309 of the Elementary and Secondary Education Act of 1965) who qualify as homeless for the purposes of this subtitle because the children are living in circumstances described in clauses (i) through (iii).

### **Flag for Homeless Status**

Y = Yes, student is identified as Homeless

N = No, student is not identified as Homeless

### **Edit checks for Homeless Status Flag**

- Y or N required
- If Homeless Status Flag is Y, then Disadvantaged Status Flag must be Y

### **Notes:**

Once the student is identified as experiencing homelessness at any point in the school year, the student is automatically eligible for the Free and Reduced Lunch Program and therefore identified as Disadvantaged. Although it is well within the scope of the division to store the Homeless status flag in their Student Information Systems, it is only the Homeless liaison that should coordinate the benefits for the student.

### **▲ Neglected/Delinquent Status Flag**

**Required:** FALL   **Format:** alpha   **Maximum Length:** 1

The Neglected/Delinquent Status Flag identifies the student classified as Neglected or Delinquent.

### ***In accordance with P.L. 107-110, Title I, Part D, Section 1432***

In order to be eligible to be counted as neglected/delinquent, a child age 5 through 17 must live in an "Institution for neglected children and youth," which means a public or private residential facility, other than a foster home, that is operated primarily for the care of children and youth who (a) have been committed to the institution or voluntarily placed in the institution under applicable State law due to abandonment, neglect, or death of their parents or guardians; and (b) have had an average length of stay in the institution of at least 30 days; or must live in an "Institution for delinquent children and youth," which means a public or private residential facility that is operated for the care of children and youth who (a) have been adjudicated to be delinquent or in need of supervision and (b) have had an average length of stay in the institution of at least 30 days

### **Codes for Neglected/Delinquent Status**

Y = Yes, student is identified as Neglected/Delinquent

N = No, student is not identified as Neglected/Delinquent

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## ***Edit checks for valid Neglected/Delinquent Status***

- Y or N required

### **▲ Gifted Code**

**Required:** EOY   **Format:** numeric   **Maximum Length:** 5

The Gifted Code identifies the area of giftedness for the student placed in the gifted program or for the student who was referred to and found eligible for the gifted program.

#### ***Codes for Gifted***

- 1 = General Intellectual Aptitude only
- 2 = Specific Academic Aptitude only
- 3 = Visual/Performing Arts only
- 4 = Technical/Practical Arts only
- 12 = General Intellectual Aptitude & Specific Academic Aptitude
- 13 = General Intellectual Aptitude & Visual/Performing Arts
- 14 = General Intellectual Aptitude & Technical/Practical Arts
- 23 = Specific Academic Aptitude & Visual/Performing Arts
- 24 = Specific Academic Aptitude & Technical/Practical Arts
- 34 = Visual/Performing Arts & Technical/Practical Arts
- 123 = General Intellectual Aptitude, Specific Academic Aptitude, and Visual Performing Arts
- 124 = General Intellectual Aptitude, Specific Academic Aptitude, & Technical/Practical Arts
- 234 = Specific Academic Aptitude, Visual/Performing Arts, & Technical/Practical Arts
- 1234 = General Intellectual Aptitude, Specific Academic Aptitude, Visual/Performing Arts & Technical/Practical Arts

## ***Edit checks for valid Gifted Code***

- Blank or a valid Gifted Code

### **▲ Gifted Referral Flag**

**Required:** EOY   **Format:** alpha   **Maximum Length:** 1

The Gifted Referral Flag identifies the student who was referred to the Gifted Program during the current school year, July 1<sup>st</sup> through June 30<sup>th</sup>.

#### ***Codes for Gifted Referral Flag***

- Y = Yes, the student was referred to the Gifted Program between July 1 and June 30.
- N = No, the student was not referred to the Gifted Program between July 1 and June 30.

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## **Edit checks for valid Gifted Referral Flag**

Y or N required.

### **▲ Title I Status Code**

**Required:** FALL, SPR, EOY, EIMS **Format:** alpha numeric **Maximum Length:** 2

The Title I Status Code identifies type of program funded by Title I the student participates in if the student attends a Target Assisted school.

#### **Public Law 107-100, Title I, Sec. 1116**

I:IN GENERAL.—In all schools selected to receive funds under section 1113(c) that are ineligible for a school wide program under section 1114, or that choose not to operate such a school wide program, a local educational agency serving such school may use funds received under this part only for programs that provide services to eligible children under subsection (b) identified as having the greatest need for special assistance.

#### **(b) ELIGIBLE CHILDREN.—**

##### **(1) ELIGIBLE POPULATION**

(A) IN GENERAL.—The eligible population for services under this section is—

(i) children not older than age 21 who are entitled to a free public education through grade 12; and

(ii) children who are not yet at a grade level at which the local educational agency provides a free public education.

*II: ELIGIBLE CHILDREN FROM ELIGIBLE POPULATION. From the population described in subparagraph (a), eligible children are children identified by the school as failing, or most at risk of failing, to meet the State's challenging student academic achievement standards on the basis of multiple, educationally related, objective criteria established by the local educational agency and supplemented by the school, except that children from preschool through grade 2 shall be selected solely on the basis of such criteria as teacher judgment, interviews with parents, and developmentally appropriate measures.*

#### **(2) CHILDREN INCLUDED.—**

(A) IN GENERAL.—Children who are economically disadvantaged, children with disabilities, migrant children or limited English proficient children, are eligible for services under this part on the same basis as other children selected to receive services under this part.

(B) HEAD START, EVEN START, OR EARLY READING FIRST CHILDREN.—A child who, at any time in the 2 years preceding the year for which the determination is made, participated in a Head Start, Even Start, or Early Reading First program, in preschool services under this title, is eligible for services under this part.

(C) PART C CHILDREN.—A child who, at any time in the 2 years preceding the year for which the determination is made, received services under part C is eligible for services under this part.

(D) NEGLECTED OR DELINQUENT CHILDREN.—A child in a

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local institution for neglected or delinquent children and youth or attending a community day program for such children is eligible for services under this part.

(E) HOMELESS CHILDREN.—A child who is homeless and attending any school served by the local educational agency is eligible for services under this part.

*III: SPECIAL RULE.—Funds received under this part may not be used to provide services that are otherwise required by law to be made available to children described in paragraph (2) but may be used to coordinate or supplement such services.*

### **Codes for Title I**

- 01 = Reading
- 02 = Math
- 03 = Reading and Math
- 04 = Math and Health
- 05 = Reading and Health
- 06 = Math, Reading and Health
- 07 = Math and Support Services
- 08 = Reading and Support Services
- 09 = Math, Reading and Support Services
- 10 = Reading, Math, Support Services and Health

### **Edit checks for valid Title I Code**

- Blank or a valid Title I Code
- If not blank, Serving School/Center must be identified as a Title I Target Assistance School

### **Notes:**

- Regardless of the number of times he/she may begin or discontinue a Title I program throughout the year, use the student's status as of the snapshot date.

### **▲ GED Program Code**

**Required:** FALL, SPR, EOY, SUM    **Format:** alpha numeric    **Maximum Length:** 1

The GED Program Code identifies the student that is enrolled in a program leading to a GED, such as ISAEP or GAD program

### **Codes for GED Program**

- 1 = GED
- 2 = ISAEP
- 3 = GAD

### **Edit checks for valid GED Program Code**

- If GED Program Code is 1 or 3, the student must be at least 16 years old



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### ▲ International Baccalaureate Program Flag

Required: EOY, SUM    Format: alpha    Maximum Length: 1

The International Baccalaureate Program Flag identifies the student that is enrolled in the International Baccalaureate Program and is working toward an IB diploma.

#### ***Codes for International Baccalaureate Program Flag***

Y = Yes, student is in IB program

N = No, student is not in IB program

#### ***Edit checks for valid International Baccalaureate Program Flag***

- Y or N required
- Serving School/Center must be identified as having an IB program

#### ***Notes:***

- If a student is taking a state-approved IB course but is not participating in the program, the flag must be N

### ▲ Graduate/Other Completer Code

Required: EOY, SUM    Format: alpha numeric    Maximum Length: 2

The Graduate/Other completer code identifies the type of graduation diploma or completion document that the student received.

#### ***Codes Graduate/Other Completer***

Listed below are the state-approved Graduate/Other Completer Codes. More descriptive definitions for each Graduate/Other Completer Code are posted at:

[http://www.pen.k12.va.us/VDOE/Publications/student-coll/code\\_values.html](http://www.pen.k12.va.us/VDOE/Publications/student-coll/code_values.html)

1 = Standard Diploma

2 = Advanced Studies Diploma

3 = Special Diploma

4 = Certificate of Program Completion

5 = General Educational Development (GED)

6 = International Baccalaureate (IB) Diploma

7 = Modified Standard Diploma

8 = General Educational Development (GED) Certificate as a part of an ISAEP

9 = General Achievement Diploma (valid beginning in the 2003-2004 school year)

10 = No award in this school year school-age student whose IEP allows for multiple years in grade 12

11 = No award in this school year - foreign exchange, part-time private, or part-time home school student

#### ***Edit checks for valid Graduate/Other Completer Code***

- Blank or a valid Graduate/Other Completer Code.

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- If Grade Level Code is 12 AND Retention Flag is N, Graduate/Other Completer Code is required
- Warning received if Grade Level Code is not 11 or 12
- If Graduate/Other Completer Code is 6, then IB Program Flag must be Y
- If Graduate/Other Completer Code is 5, then GED Program Code must be 1
- If Graduate/Other Completer Code is 8, then GED Program Code must be 2
- If Graduate/Other Completer Code is 9, then GED Program Code must be 3
- If Graduate/Other Completer Code is 5, 8 or 9, the student must be at least 16 years old
- If Graduate/Other Completer Code is 3, 7, or 10 then the Primary Disability Code cannot be blank or 15 (504)
- If Graduate/Other Completer Code is 10 or 11, then Student's Grade Code must be 12

### ▲ Graduation Plan Code

**Required:** EOY, SUM   **Format:** alpha numeric   **Maximum Length:** 2

The Graduation Plan Code identifies the post-graduate plan of the student.

#### ***Codes for Graduate Plan***

Listed below are the state-approved Graduate Plan Codes. More descriptive definitions for each Graduate Plan are posted at:

[http://www.pen.k12.va.us/VDOE/Publications/student-coll/code\\_values.html](http://www.pen.k12.va.us/VDOE/Publications/student-coll/code_values.html)

- 1 = 4-yr college
- 2 = 2-yr college
- 3 = other education plans
- 4 = Military
- 5 = Employment
- 6 = None

#### ***Edit checks for valid Graduate Plan Code***

- Blank or a valid Graduation Plan Code.
- If the Graduate/Other Completer Code is 1, 2, 3, 4, 5, 6, 7, 8, 9, a Graduate Plan Code is required
- Graduate Plan Code must be blank if the Graduate/Other Completer Code is 10 or 11
- Warning if student's Grade Code is not 11 or 12

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## ▲ Advanced Placement Code

**Required:** EOY **Format:** numeric **Maximum Length:** 1

The Advanced Placement Code identifies the student enrolled in one or more Advanced Placement courses and/or the student who had taken the Advanced Placement test. The purpose of this indicator is to identify the percent of students who have taken an AP course or test during the school year.

### ***Codes for Advanced Placement***

- 1 = Enrolled in AP class
- 2 = Enrolled in AP and took AP exam
- 3 = Took AP exam

### ***Edit checks for valid Advanced Placement Code***

- Blank or a valid Advanced Placement Code
- Warning received if Grade Level Code is not 09, 10, 11 or 12

## ▲ Dual Enrollment Flag

**Required:** EOY **Format:** alpha numeric **Maximum Length:** 1

The Dual Enrollment Flag identifies the student who has taken one or more courses for college credit for the currently reported school year.

### ***Codes Dual Enrollment Flag***

- Y = Yes, Student is taking one or more courses for college credit
- N = No, Student is not taking courses for college credit

### ***Edit checks for valid Dual Enrollment Flag***

- Y or N required
- Warning received if the Grade Level Code is not 09, 10, 11 or 12

## ▲ CTE Finisher Code

**Required:** EOY, SUM **Format:** numeric **Maximum Length:** 1

The CTE Finisher Code identifies the student who either 1.) has finished a required Career and Technical Education sequences of course to be considered a completer, 2.) finished a required Career and Technical Education sequence of course to be a completer in a program that has an articulated agreement with the local community college, or 3.) has taken at least one state approved Career and Technical Education course at anytime since 7<sup>th</sup> grade.

### ***Codes for CTE Finisher***

- 1 = finished CTE Course requirements for completion
- 2 = finished CTE Course requirements for completion of a Tech Prep program
- 3 = took at least one state-approved CTE course since 7th grade but has not finished CTE Course requirements for completion
- 4 = has not taken any state-approved CTE courses since 7th grade

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### ***Edit checks for valid CTE Finisher Code***

- Must be a valid CTE Finisher Code
- Must be blank if grade is PK, JK, KA, KP, KG, T1, 1, 2, 3, 4, 5, or 6
- Required if grade is 7, 8, 9, 10, 11, or 12.

### ***Notes:***

- *The Career and Technical Education Administrative Planning Guide* can be found at: <http://www.pen.k12.va.us/VDOE/Instruction/CTE/>

### **▲ CTE Career Family Code**

**Required:** SPR    **Format:** alpha    **Maximum Length:** 4

The CTE Career Family Code identifies the career family of the state-approved CTE course that the student has taken at anytime in this school year. If the student has taken more than one course that falls into different families, choose the family that most closely aligns with the student's career interests. See your local CTE Administrator for local application of this rule.

### ***Codes for CTE Career Family Code***

CT1 - Agriculture, Food and Natural Resources  
CT2 - Architecture and Construction  
CT3 - Arts, Audio-Video Technology & Communications  
CT4 - Business, Management and Administration  
CT5 - Education and Training  
CT6 - Finance  
CT7 - Government and Public Administration  
CT8 - Health Science  
CT9 - Hospitality and Tourism  
CT10 - Human Services  
CT11 - Information Technology  
CT12 - Law, Public Safety, Corrections and Security  
CT13 - Manufacturing  
CT14 - Marketing, Sales, and Service  
CT15 - Science, Technology, Engineering, and Mathematics  
CT16 - Transportation, Distribution & Logistics  
TP1 - Agriculture, Food, and Natural Resources  
TP2 - Architecture and Construction  
TP3 - Arts, Audio-Video Technology, and Communications  
TP4 - Business, Management and Administration  
TP5 - Education and Training  
TP6 - Finance  
TP7 - Government and Public Administration  
TP8 - Health Science  
TP9 - Hospitality and Tourism  
TP10 - Human Services  
TP11 - Information Technology  
TP12 - Law, Public Safety, Corrections and Security  
TP13 - Manufacturing

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TP14 - Marketing, Sales and Service

TP15 - Science, Technology, Engineering and Mathematics

TP16 - Transportation, Distribution and Logistics

### **Edit checks for valid CTE Career Family Code**

- Must be a valid CTE Family code
- Must be blank if grade is PK, JK, KA, KP, KG, 1, 2, 3, 4, 5, or 6
- Required if CTE Special Populations Code is not blank

### **Notes:**

- *The Career and Technical Education Administrative Planning Guide* can be found at: <http://www.pen.k12.va.us/VDOE/Instruction/CTE/apg/>

## **▲ CTE Special Populations Code**

**Required:** SPR **Format:** numeric **Maximum Length:** 3

The CTE Special Populations Code identifies the CTE special populations of the student that are not already collected in other elements. See your local CTE Administrator for assistance.

### **Codes CTE Special Populations Code**

- 4 = Non-traditional Career Preparation
- 5 = Single Parent
- 6 = Displaced Homemaker
- 45 = Non-Traditional and Single Parent
- 46 = Non-Traditional and Displaced Homemaker
- 56 = Single Parent and Displaced Homemaker
- 456 = Non-Traditional, Single Parent and Displaced Homemaker

### **Edit checks for valid CTE Special Populations Code**

- Must be valid CTE Special Populations Code
- Must be blank if Grade Code is PK, JK, KA, KP, KG, 1, 2, 3, 4, 5, or 6

### **Notes:**

- *The Career and Technical Education Administrative Planning Guide* can be found at: <http://www.pen.k12.va.us/VDOE/Instruction/CTE/apg/>

## **▲ W8 Reason Code**

**Required:** EOY **Format:** alpha numeric **Maximum Length:** 2

The W8 Reason Code is associated with the “W8 or W880” Exit/Withdrawal Codes and identifies the reason the student left school.

### **Codes for W8 Reason**

Listed are the state-approved W8 Reason Codes. More descriptive definitions for each W8 Reason Code are posted at

[http://www.pen.k12.va.us/VDOE/Publications/student-coll/code\\_values.html](http://www.pen.k12.va.us/VDOE/Publications/student-coll/code_values.html):

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- 10 = Achievement problems (low achievement, low motivation, low interest)
- 20 = Behavioral difficulties (suspension or expulsion, incarceration, runaway, truancy, poor relationships with peers or adults)
- 30 = Health problems (physical or mental illness, injury, substance abuse)
- 40 = Family (pregnancy, parenthood, marriage, needed at home)
- 41 = Parental Privilege: Age/maturity (for kindergarten and pre-kindergarten only)
- 50 = Financial hardship (extreme poverty, working to support self or family)
- 60 = Employed (took a job, joined armed forces, entered Job Corps or similar program)
- 70 = Moved (no longer resides in the area and current status is unknown after appropriate investigation by the attendance officer)
- 80 = Reached maximum age to receive qualified services
- 81 = Personal choice; over 18 years of age, but still qualified to receive services
- 82 = Post Graduate; discontinued program (post graduate only)
- 90 = Expulsion (left school involuntarily due to an expulsion approved by appropriate school authorities)

### ***Edit checks for valid W8 Reason Code***

- Blank or a valid W8 Reason code
- If Exit/Withdrawal Code is W8 or W880 a W8 Reason Code is required
- If Summer Dropout Flag is Y a W8 Reason Code is required

### **▲ Summer Dropout Flag**

**Required:** EOY   **Format:** alpha   **Maximum Length:** 1

The Summer Dropout Flag identifies the student who is a summer dropout. This student was in membership the last day of school the previous year but did not return during the current year by October 1<sup>st</sup>.

### ***Codes for Summer Dropout Flag***

- Y = Yes, the student was a summer dropout
- N = No, the student was not a summer dropout

### ***Edit checks for valid Summer Dropout Flag***

- If Summer Dropout Flag is Y, then W8 Reason Code is required.
- If Summer Dropout Flag is Y, then Entry Code, Entry Date, Exit/Withdrawal Code, and Exit/Withdrawal Date are ALL optional.

### **▲ Aggregate Days Present**

**Required:** SPR, EOY   **Format:** numeric   **Maximum Length:** 3

The Aggregate Days Present represents the cumulative number of days the student had been present in the school from the beginning of the current school year to the

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time of the snapshot. Include only the days present in the regular school term. Do not include summer school.

### ***Edit checks for Aggregate Days Present***

- A whole number less than or equal to Number of Days School was in Session
- If Active Status Code is N, then Aggregate Days Present must be zero
- Attendance (Aggregate Days Present plus Aggregate Days Absent) cannot be greater than the Number of Days School was in Session
- Warning received if the Number of Days School was in Session has not been completed on the Miscellaneous Web Data Collection Statistics Form

### ***Notes:***

- For the student who's Serving Division is not the Reporting Division, it is imperative that the Reporting Division gets the accurate Aggregate Days Present from the Serving School/Center for the student.
- If the student withdraws and re-enters the same school during the school year, include all the days present at that school for the regular school year.
- Days in Membership = the sum of Aggregate Days Present and (+) Aggregate Days Absent
- Average Daily Attendance (ADA) = Aggregate Days Present divided by ( $\div$ ) Number of Days School was in Session
- Average Daily Membership (ADM) = the sum of Aggregate Days Present and (+) Aggregate Days Absent divided by ( $\div$ ) Number of Days School was in Session

## **▲ Aggregate Days Absent**

**Required:** SPR, EOY   **Format:** numeric   **Maximum Length:** 3

The Aggregate Days Absent represents the cumulative number of days the student had been absent from the school from the beginning of the current school year to the time of the snapshot. Include only the days absent in the regular school term. Do not include summer school. Days absent plus (+) days present equal (=) days in membership.

### ***Edit checks for Aggregate Days Absent***

- A whole number less than or equal to Number of Days School was in Session
- Attendance (Aggregate Days Present plus (+) Aggregate Days Absent) cannot be greater than the Number of Days School was in session
- Warning received if the Number of Days School was in Session has not been completed on the Miscellaneous Web Data Collection Statistics Form

### ***Notes:***

- For the student who's Serving Division is not the Reporting Division, it is imperative that the Reporting Division gets the accurate Aggregate Days Absent from the Serving School/Center for the student.
- If the student withdraws and re-enters the same school during the school year, include all the days absent at that school for the regular school year.

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- Days in Membership = the sum of Aggregate Days Present and (+) Aggregate Days Absent
- Average Daily Attendance (ADA) = Aggregate Days Present divided by (÷) Number of Days School was in Session
- Average Daily Membership (ADM) = the sum of Aggregate Days Present and Aggregate Days Absent divided by (÷) Number of Days School was in Session

### ▲ Retention Flag

**Required:** EOY **Format:** alpha numeric **Maximum Length:** 1

The Retention Flag identifies the student who was retained in the same grade at the end of the school year.

#### ***Codes for Retention Flag***

Y = Yes, student was retained

N = No, student was not retained (student promoted or graduated)

#### ***Edit checks for Retention Flag***

- Y or N required

#### ***Notes:***

- If a 12<sup>th</sup> grade Special Education student who is returning to school in the fall Retention Flag = N if their IEP allows for multiple years in 12<sup>th</sup> grade.
- If a 12<sup>th</sup> grade student graduates during summer school, Retention Flag is Y and Graduate/Other Completer Code is blank on the EOY submission.

### ▲ Truancy Conference Flag

**Required:** EOY **Format:** alpha numeric **Maximum Length:** 1

The Truancy Conference Flag identifies that a truancy conference was scheduled between the student, the student's parent/guardian and school personnel after the student has accumulated six absences during the school year without indication of the parent's or guardian's awareness and support of such absence.

#### ***Codes for Truancy Conference Flag***

Y = At least one conference was held

N = No conferences held

#### ***Edit checks for Truancy Conference Flag***

- Y or N required

### ▲ Tuition Paid Code

**Required:** FALL, SPR, EOY, SUM **Format:** alpha **Maximum Length:** 2

The Tuition Paid Code identifies that tuition is paid/received for the student, which is equivalent to the full net local per pupil cost.



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### ***Codes for Tuition Paid***

- 02 = Paid Tuition to State Supported Institution
- 03 = Paid tuition to a Private Institution (does not include students funded with CSA funds)
- 04 = Paid Tuition to Regional Center
- 05 = Received tuition from another school division in Virginia (LEA)
- 07 = Tuition paid by or received from the Comprehensive Services Act (CSA)
- 09 = Inter-State Compact Placement
- 10 = Out of State Students: Contiguous State Offering Same Privileges to VA Students per 22.1-5
- 11 = Out of State Students: Contiguous State NOT Offering Same Privileges to VA Students per 22.1-5
- 12 = Tuition Received from a Non-Contiguous State or US Territory
- 15 = Paid Tuition to a School Division Outside the Commonwealth of Virginia
- 16 = Tuition waived; student served through Public School Choice agreement

### ***Edit checks for Tuition Paid Code***

- If Tuition Paid Code is not blank, then the Responsible Division cannot equal Serving Division

### ***Notes:***

If an LEA pays another LEA, the full per pupil expenditure (state and local share) then the serving LEA should use tuition code of 5.

## **▲ Non-public Student FTE**

**Required:** FALL, SPR, EOY    **Format:** numeric    **Maximum Length:** 2

The Non-public Student FTE identifies the part-time student attending school to take one or two courses. This includes home-schooled and private schooled students. Non-public school students enrolled by a school division for an on-line course may be included as part-time students in ADM up to .25 ADM per class and capped at .50 ADM.

### ***Codes for Non-public student FTE***

- 10 = student takes a course NOT approved for SOQ reimbursement
- 25 = student takes 1 course approved for SOQ reimbursement
- 50 = student takes 2 or more courses approved for SOQ reimbursement

### ***Edit checks for Non-public Student FTE***

- Blank, 10, 25, or 50
- Decimal point is implied

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## ▲ First Year in Ninth Grade Code

Required: EOY   Format: numeric   Maximum Length: 1

The First Year in Ninth Grade Code identifies the student entering ninth grade for the first time this school year.

### ***Codes for First Year in Ninth Grade***

- 1 = first year in 9th grade – never retained nor repeated the ninth grade in another Virginia public school in a previous school year.
- 2 = first year in 9th grade in this school BUT retained or repeated the 9th grade in another Virginia LEA in a previous school year
- 3 = first year in 9th grade in this school BUT retained or repeated the 9th grade in another school in this division in a previous school year
- 4 = retained or repeated the 9th grade in this school in a previous school year

### ***Edit checks for First Year in Ninth Grade***

- Blank or a valid First Year in Ninth Grade code.
- Required if Grade = 09

## ▲ Kindergarten Readiness Assessment Flag

Required: FALL, SPR, EOY   Format: alpha   Maximum Length: 1

The Kindergarten Readiness Assessment Flag identifies the kindergarten student who turns 5 between October 1<sup>st</sup> and December 31<sup>st</sup> and is administered a readiness assessment PRIOR to the student's first day of kindergarten.

### ***Codes Kindergarten Readiness Assessment Flag***

- Y = Yes, student was given a kindergarten readiness assessment
- N = No, student was NOT given a kindergarten readiness assessment

### ***Edit checks Kindergarten Readiness Assessment Flag***

- Must be Y or N
- Required if student turns 5 between October 1<sup>st</sup> and December 31<sup>st</sup> and student in Grade Level Code KA, KP, or KG.

### ***Notes:***

There is no edit check if a student is not in grades KA, KP, or KG and has a Y in this field.

## ▲ NAEP Homeroom Identifier

Required: FALL   Format: alpha   Maximum Length: 10

The NAEP Homeroom Identifier is a school assigned identifier only used for NAEP testing; it is optional for all grades. It is strongly recommended for those students in grade 4 because NAEP uses this information to sort the testing materials.

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## ***Codes for NAEP Homeroom Identifier***

Blank or a School assigned homeroom identifier

## ***Edit checks for NAEP Homeroom Identifier***

- optional

## **▲ School Choice Status Code**

**Required:** FALL, SPR, EOY **Format:** numeric **Maximum Length:** 1

The School Choice Status Code is state assigned code that indicates the student's eligibility and election to participate in School Choice when the Responsible School is in School Improvement Status under the NCLB Act of 2001.

## ***Codes for School Choice Status Code***

1 = student applied to transfer to another school BUT the request was not granted for School Choice under 1116 of Title I

2 = student applied to transfer AND the request was granted BUT did not transfer to the approved school for School Choice under 1116 of Title I

3 = student applied to transfer AND actually transferred

## ***Edit checks for School Choice Status Code***

- Blank or a valid School Choice Status code.
- The Responsible school must be in NCLB sanctions
- The Responsible school must be Title I School Wide or Targeted Assisted
- If School Choice Status Code = 3 then Responsible school cannot equal Serving school.

## **▲ Supplemental Education Services Status Code**

**Required:** FALL, SPR, EOY **Format:** numeric **Maximum Length:** 1

The Supplemental Education Services Status Code identifies the student's eligibility and election to participate in Supplemental Education Services when the school is in Sanctions under the NCLB Act of 2001. Any student who meets the criterion the division chose in the Title I application is eligible for SES.

## ***Codes for Supplemental Education Services Status Code***

1 = student is eligible for Supplemental Education Services BUT did not apply

2 = student is eligible for Supplemental Education Services AND applied

3 = student is eligible and applied to receive Supplemental Educational Services BUT did not receive services

## ***Edit checks for Supplemental Education Services Status Code***

- Blank or a valid Supplemental Education Services Status code.
- School must be in NCLB sanctions
- School must be Title I School Wide or Targeted Assisted
- SES Status Code must be blank if School Choice Status Code is not blank.

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## ▲ Early College Scholar Program Code

**Required:** FALL SPR, EOY **Format:** numeric **Maximum Length:** 1

The Early College Scholar Program Code identifies the student who is participating in the Governor's Early College Scholars Program. Participating students, their parents/guardians, the high school principal, and the school counselor must sign the Governor's Early College Scholar Program agreement.

### ***Codes for Early College Scholar Program Code***

1 = Student has completed the Early College Scholar Program agreement

2 = Student has earned the Governor's Early College Scholar certificate

### ***Edit checks for Early College Scholar Program Code***

- Blank or a valid Early College Scholar Program Code.

### ***Notes:***

- The Student Record Data Collection is not asking for everyone who is eligible, it is asking for those students who have made the commitment and signed the agreement and whose parents, principals and counselors have agreed to help that student achieve this goal. All high schools should currently collect the pertinent data. Schools should be aware of:
  - Students who are completing dual enrollment/dual credit courses and earning a "C" or better in the courses; and/or
  - Students who are completing advanced placement courses i.e., AP, IB, or Cambridge and
    - Scoring a "3" or higher on the AP examinations or
    - Scoring a "4" or higher on any form of the IB examinations or
    - Scoring a "D" or better on the Cambridge examinations; and/or
  - Students who are earning college credits by passing College Level Examination Program (CLEP) examinations.

The preceding are the Early College Scholar criteria. The SRC is not asking for all students who have scored at the above levels on one of the listed exams. Only the students who have signed the agreement **and** have scored at those levels on the listed exams should be reported.

## ▲ Distance Learning Flag

**Required:** Fall, SPR, EOY **Format:** alpha **Maximum Length:** 1

The Distance Learning Flag identifies the student who has taken at least one distance-learning course during the current school year where the credit counts towards high school graduation.

### ***Codes for Distance Learning Flag***

Y = Yes, student has taken at least one distance learning course

N = No, student has not taken a distance learning course

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### ***Edit checks for Distance Learning Flag***

- Must be Y or N.
- If Y, then Grade Level Code must be 9, 10, 11, 12, or TT

### ***Notes:***

- For the 2006-2007 school year, the data in this field is now required for all students.
- Distance learning is defined as off-site delivery of instruction through emerging technologies or other similar means from a location outside of the home school, i.e., internet, televised, satellite, correspondence, intranet, videoconferencing, audio/telephone bridge, telecommunications or other emerging technologies.

### **▲ Student's First Name**

**Required:** FALL, SPR, EOY, SUM, EIMS   **Format:** alpha   **Maximum Length:** 15

### ***Edit checks for Student's First Name***

- Student's First Name cannot be blank.

### **▲ Student's Middle Name**

**Format:** alpha   **Maximum Length:** 15

### **▲ Student's Last Name**

**Required:** FALL, SPR, EOY, SUM, EIMS   **Format:** alpha   **Maximum Length:** 25

### ***Edit checks for Student's Last Name***

- Student's Last Name cannot be blank.

<b>Explanation</b>	<b>Format</b>	<b>Max Length</b>
Unique Local Student Identifier	alpha numeric	12
Responsible Division Number	numeric	3
Responsible School Number	numeric	4
Serving Division Code	numeric	3
Serving School/Center Code	numeric	4
Active Status Code	alpha	1
Entry Code	alpha numeric	4
Entry Date	date	10
Exit/Withdrawal Code	alpha numeric	4
Exit/Withdrawal Date	date	10
Racial/Ethnic Code	numeric	2
Gender Code	alpha	1
Birth date	date	10
Grade Level Code	alpha numeric	2
Kindergarten Half-Day Flag	alpha	1
Primary Disability Code	alpha numeric	3
Spec Ed Weekly Time %	numeric	3
Disadvantaged Status Flag	alpha	1
Limited English Proficient Status Code	alpha	2
LEP Proficiency Level Code	alpha-numeric	1
Country of Birth Code	alpha numeric	4
Home Language Code	alpha numeric	4
Immigrant Status Flag	alpha	1
Migrant Status Flag	alpha	1
Homeless Status Flag	alpha	1
Neglected/ Delinquent Status Flag	alpha	1
Gifted Code	alpha numeric	5
Gifted Referral Flag	Alpha-numeric	1
Title I Code	alpha numeric	2
GED Program Code	alpha numeric	1
International Baccalaureate Program Flag	alpha	1
Graduate /Other Completer Code	alpha numeric	2
Graduate Plan Code	alpha numeric	2
Advanced Placement Code	numeric	1
Dual Enrollment Flag	alpha numeric	1
CTE Finisher Code	numeric	1
CTE Career Family Code	alpha	4
CTE special Populations Code	numeric	3
W8 Reason Code	alpha numeric	2
Summer Dropout Flag	alpha	1
Aggregate Days Present	numeric	3
Aggregate Days Absent	numeric	3
Retention Flag	alpha numeric	1
Truancy Conference Flag	alpha numeric	1
Tuition Paid Code	alpha	2

Non-public student FTE	numeric	2
First Year in Ninth Grade Code	numeric	1
Kindergarten Readiness Assessment Flag	alpha	1
NAEP Homeroom Identifier	alpha-numeric	10
School Choice Status Code	numeric	1
Supplemental Education Services Status Code	numeric	1
Early College Scholar Program Code	numeric	1
Distance Learning Flag	alpha	1
Student First Name	alpha-numeric	15
Student Middle Name	alpha-numeric	15
Student Last Name	alpha-numeric	25